



INTERNATIONAL CALL FOR TENDER

Emergency materials supplies

Instructions to bidders

This international call for tender includes 3 lots:

1. Block structure
2. Metal
3. Tents

- Suppliers have the right to submit an offer for one or multiple lots
- The Bidder must offer all items & quantities indicated for each lot. Bids for part of a lot only will not be considered.




Instructions to bidders

General information:

- The closing date of this tender is 29 / 12 / 2022 at 4:00 PM
- The offer must be submitted to ACTED Logistics department in a sealed and stamped envelope marked "Not to be opened before 30/12/2022 " and the Tender reference number (T/12MULTI/MULTI/EMR/RML/01-12-2022/001)
- Prohibited origin of goods and/or exclusions (if applicable): Israel
- The maximum delivery period that can be considered acceptable by ACTED for this tender is 7 calendar days.

Instructions to bidders

Responses to this call for tender shall include the following elements:



1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (detailed as per the requested currency)
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	The Bidder's official registration documents
6	A copy of the Bidder's legal representative ID or passport
7	ACTED's General Conditions for Purchase signed & stamped by the Bidder
9	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)
10	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder

It is important to note that all documents must be filled, dated, signed & stamped by the Bidders in order to be considered as eligible.

Instructions to bidders

Bidders' checklist

#	Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
		Included		Present		
		Yes	No	Yes	No	
1	Instructions to Bidders (PRO-05) signed & stamped by the Bidder					
2	Original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (detailed as per the requested currency)					
3	Supplier Questionnaire (PRO-03.2) dated, filled, signed & stamped by the Bidder					
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder					
5	Bidder's official registration documents					
6	Bidder's legal representative national ID or passport					
7	ACTED General Conditions of Purchase signed & stamped by the Bidder					
8	Proofs of past performances in a similar field of activity are provided - <u>Similar past contracts: At least 2 similar past contracts</u> - <u>Experience letters from previously contracted NGOs and / or INGOs</u>					
9	Present Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder					
10	Details of the provided services; repair, return and exchange (can be added to the Offer form)					
11	Details of warranty on the provided supplies (can be added to the Offer form)					
12	Tender Document for Emergency Project (General_particular conditions) signed & stamped by the Bidder					
13	General Specifications & Performance Requirements signed & stamped by the Bidder					
14	Technical Specifications signed & stamped by the Bidder					
15	Offer form annex 1 and/or 2 and/or 3 signed & stamped (depending on the Lot/s the supplier is applying for)					

Technical evaluation



Evaluation Criteria will be based on **Pass and fail method**;
The pass/fail method consists in evaluating the technical component of offers from the lowest price.

Technical evaluation

#	Criteria	Sub-criteria	Maximum Score	Minimum Score to pass	0 (0 if info not provided)	1	2	3
1	Experience	Similar past contracts: At least 2 similar past contracts must be provided	1	1	The bidder provided less than 2 past contracts similar to the contract to award	The bidder has provided at least two past contracts similar to the contract to award	N/A	N/A
		Amount of past contracts	1	1	No similar past contract provided has an amount equal or above the estimated contract amount to be awarded	The amount of a similar past contract provided is equal or above the estimated contract amount to be awarded	N/A	N/A
		Positive past experience with ACTED	2	1	The bidder proved huge weaknesses in executing past contracts awarded by ACTED as per supplier database	The bidder proved weaknesses in executing past contracts awarded by ACTED as per supplier database	The bidder has a positive record as per ACTED supplier database	N/A
		Number of years in business: At least 5 years of experience in the business	1	1	The bidder has been working in this business for less than 5 years	The bidder has been working in this business for 5 years or more than 5 years	N/A	N/A



Technical evaluation




2	Reliability	Customer services (repair, return and exchange)	3	3	The bidder proposes none of the following services: - Repair - Refund - Exchange	The bidder proposes one of the following services: - Repair - Refund - Exchange	The bidder proposes two of the following services: - Repair - Refund - Exchange	The bidder proposes all of the following services: - Repair - Refund - Exchange
		Warranty	2	1	The supplier offers 0 year of warranty on provided items	The supplier offers 1 year of warranty on provided items	The supplier offers 2 years or more of warranty on provided items	N/A

Technical evaluation

	Criteria	Sub-criteria	Maximum Score	Minimum Score to pass	0 (0 if info not provided)	1	2	3	4	5
3	Quality	N/A	30	30	No item has an acceptable quality					All items have an acceptable quality
	The bidder has to offer items of the same specifications requested by ACTED									
4	Availability	Stock availability and capacity	5	5	Tents supplier has a capacity of manufacturing less than 5 tents/ week Metal Supplier has a capacity of manufacturing less than 5 Latrines and 2 structures/ week	NA	NA	Tents supplier has the capacity to manufacture 5 tents/ week Metal Supplier has the capacity to manufacture 5 Latrines and 2 structures/ week	Tents supplier has the capacity to manufacture 7 tents/ week Metal Supplier has the capacity to manufacture 7 Latrines and 4 structures/ week	Tents supplier has the capacity to manufacture 10 or more tents/week Metal Supplier has the capacity to manufacture 10 Latrines and 7 structures/ week Block Supplier has multiple resources to guarantee the ability to supply requested quantities
		Delivery Period	5	5	More than 7 days from the Purchase Order date	NA	NA	NA	NA	within 7 days or less from the Purchase Order date
BONUS	Social and environmental impact		10	0	No environmental or greening measures are offered	Basic environmental and greening measures are offered	NA	NA	NA	creative and attainable environmental or greening measures are offered



Instructions to bidders

- 
- Eligible contractors for the tender need to secure entry of a tender of 15,000 ILS per lot as a bank guarantee valid for 90 days from tender closing (if the supplier is submitting offers for more than 1 lot the guarantee will be 15,000 ILS).
 - ACTED has the right to split the tender or award it as a whole to one supplier.
 - Eligible contractor should be registered at the VAT and customs department, and has the ability to provide ACTED with ZERO VAT invoices. (The project is VAT exempted).
 - Fees of tender advertising in newspapers/Jobs.ps will be charged to the winner supplier(s).
 - The Contractor shall submit a maintenance bank guarantee, which is 5 % of total contract price for one year after installation.
 - Bank account MUST be for the company and NOT personal account.



Please share your questions with us



**Please sign the pre-tender information
memo before you leave**

Thank you